



Tudor Grange Academies Trust

**Teaching Assistant 2 /
Support Assistant**

**Grade 3
Points 5 - 6**

Core Purpose

To provide support for the educational and personal needs of students, which ensures that they have equality of access to opportunities to learn and develop.

To act as an integral part of the Academy staff team and to support all colleagues in maintaining and developing the ethos, values and expectations of the academy and support agreed Academy policy in all areas.

Specific tasks

- To be a member of the Learning Support Team and be committed to a philosophy of continuous improvement in relation to whole academy policy as well as in all team roles and areas of personal responsibility.
- To work within a framework set by the SEND Co-ordinator/Classroom teacher(s).
- To demonstrate a commitment to one's own training and development.

Responsibilities and tasks

- Supervise the activities of individuals or groups of children to ensure their safety and facilitate their physical and emotional development.
- Undertake those activities necessary to meet the physical and emotional needs of individuals and groups of children, including students with educational, physical, or emotional special needs.
- Actively engage in the pre-determined educational activities and work programmes at a basic level and to assist in personal and individual development of individuals or groups of students.
- To monitor individual student's problems, progress, achievements and condition and report these to the designated supervisor as appropriate.
- Use specialist skills to undertake those activities necessary to meet the physical and emotional needs of students.
- Use and undertake specialist skills to foster the intellectual and social development of children.
- Within competence, to assist the teacher in the delivery of educational and developmental work programmes.
- Assist the teacher in the planning of work programmes for individuals and groups of children.
- To support the PE Co-ordinator with the diary management and organisation of sports fixtures and events.

Generic Responsibilities:

To undertake any reasonable duties as requested by the individual's line manager.

To work in accordance with the aims and policies of the Academy and to promote the ethos of the Trust.

Post Holder Name:

Post Holder Signature:

Date:

Line Manager:

Deputy Principal – After School Care
SEND Co-ordinator – Teaching Assistant